



CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide a quick reference of new and continued requirements for proposal submissions from non-governmental organizations (NGOs) to USAID/OFDA. Proposals that do not meet these requirements will be returned to the applicant without review.

- ☐ **Applications must be received from the applicant's headquarters, unless USAID/OFDA has been officially notified of and agreed to other processes.**
The application must be submitted/signed by someone in the organization who has the financial authority to commit the organization; usually these persons are at the organization's headquarters.
- ☐ **Applicants must include a Proposal Summary that does not exceed two pages.**
A sample of the Proposal Summary is included in the 2006 Guidelines.
- ☐ **Applications may not exceed 20 pages, excluding the cost proposal and attachments.**
- ☐ **Applications must include page numbers and headers or footers that clearly identify the submission or revision date.**
- ☐ **Applications must be in English or with English translations.**
- ☐ **Applications must contain only sectors or sub-sectors identified in the 2006 Guidelines.**
All approved sectors are listed in a chart in the 2006 Guidelines and further explained in the Additional Program Description Requirements (APDRs).
- ☐ **Applications must make an effort to address the APDRs.**
In order to facilitate the technical review of the proposal, applicants must address each of the applicable technical questions outlined for the sectors, sub-sectors, and cross-cutting themes identified in the APDRs.
- ☐ **Applicants must submit a Branding Strategy and Marking Plan (BSMP) with both solicited and unsolicited proposal submissions, even if a waiver is in place.**
Guidance for the preparation of the BSMP can be found in the 2006 Guidelines and online at <http://www.usaid.gov/branding/assistance.html>.
- ☐ **Applications must include a Safety and Security plan.**
Applicants are required to submit a Safety and Security plan with each proposal submission.
Note: USAID/OFDA will not evaluate or approve the content of security documentation.
- ☐ **Applications with cost proposals that include "shared costs" will not be reviewed. All costs must be attributed to specific line items.**
For more information refer to the "Cost/Budget Guidelines" section.
- ☐ **Applications must include a detailed itemized budget in U.S. Dollars, a corresponding budget narrative, and a completed SF-424.**
- ☐ **Applications must include completed and signed Certifications and Representations.**